



## Barrow Utilities and Electric Cooperative, Inc.

PO Box 449  
Barrow, Alaska 99723  
Phone 907-852-6166  
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### Job Description

<b>Job Title:</b>	College Intern	<b>Supervises:</b>	None
<b>Division:</b>	Varies	<b>DOT Safety Sensitive:</b>	No
<b>Reports to:</b>	Varies	<b>FLSA Status:</b>	Non-exempt, Hourly
<b>Union status:</b>	Non-Union	<b>Date:</b>	May 17, 2023
<b>Status:</b>	Full-Time Temporary	<b>Work Schedule</b>	Monday – Friday 8am – 5pm
<b>Pay Grade</b>	4	<b>Salary</b>	\$25.59 Hourly

#### **Summary:**

The College Intern position will work with the different departments within Barrow Utilities and Electric, Inc. (BUECI) to gain skills and work-related experience that align with their academic pursuits.

#### **Essential Duties and Responsibilities:**

The duties include but are not limited to the following.

- Essential duties and Responsibilities of this position will be determined by each supervisor. It is expected that duties and responsibilities will reflect the academic pursuit of the individual intern.
- Assist with research, preparation, and completion of program-specific duties.
- Maintain confidentiality of work-related issues, personnel records, and BUECI information.
- May be required to work a non-traditional work schedule including holidays and weekends.
- Performs other related duties as necessary or assigned.

#### **Education, Experience, Certifications, and License Required:**

- High School diploma or general education degree (GED) required.
- Enrolled in or admitted to a postsecondary or vocational education institution required.

#### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the incumbent is primarily required to sit, stand, walk, stoop, bend and frequently utilize a keyboard/computer. Specific vision abilities include close vision, peripheral vision, depth perception and the ability to adjust focus. The employee must occasionally lift and/or move up to 40 pounds.
- Be able and willing to work irregular hours or long continuous periods of times to meet the needs of the Cooperative when they arise.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually low.
- While performing the duties of this job, the employee will occasionally be exposed to extreme weather.

This job description does not constitute a written or implied contract of employment. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. BUECI reserves the right to revise or change duties, responsibilities, and activities and may change at any time with or without notice.

BUECI IS AN EEO/M/F/D/V EMPLOYER